

**Central Texas Tech Prep Consortium  
Quarterly Board Meeting  
Louise Cox Board Room, Temple College Pavilion – Temple, Texas  
May 13, 2009**

**Minutes**

***Members Present:***

Alison Belliveau, Temple ISD  
Laurel Blair, Killeen ISD  
Karen Denney, Copperas Cove ISD  
Ken Higdon, Temple Chamber of Commerce  
Shirley Meadows, Scott & White  
Don Owens, University of Mary Hardin Baylor  
Crickett Rogers, Central Texas College  
Dana Watson, Central Texas College  
Wanda Williams, Workforce Solutions of Central Texas

***Members Absent:***

Harry Adams, Johnson Bros Ford  
Jody Askins, Wilsonart International  
Debbie Gommert, Workforce Solutions of Central Texas  
Chris Holecek, ESC Region 12  
Kimberley Mason, Taylor ISD  
David Smith, Marble Falls ISD  
Anita Steele, Texas State Technical College  
Sarina Swindell, Tarleton State University - Central Texas  
Danette Toone, Temple College  
Ken Von Gonten, Belton ISD  
Carla Kay Wright, College of Cosmetology  
Jim Yeonopolus, Killeen Chamber of Commerce

***Staff Present:***

Sherry Hollinger, Director  
Misty Harrell, Outreach Coordinator  
Carol Lance, Administrative Assistant

***Call to Order:***

Laurel Blair called the meeting to order at 12:10 PM.

***Approval of Minutes:***

The minutes were approved as printed.

***Written Reports:***

Sherry Hollinger discussed the budget report in the board packet. She said it reflects the budget for the first half of the year; we spent about 46%. Sherry stated the green budget handout reflects expenditures through April 30th and

accounts for the two budget amendments and the re-allocation money. Sherry said we have approximately 36% of the grant funds remaining.

Laurel asked if there were recommendations for Sherry to spend the remaining funds. Sherry stated we still have a few subgrants outstanding. She stated eight people requested funding for Connect3 so far. Wanda Williams inquired about Connect3. Sherry replied Connect3 is a conference sponsored by Region 12 that connects careers, college, and certifications.

Alison Belliveau questioned if money could be spent in July. Sherry explained that it could as our fiscal year goes from September 1<sup>st</sup> through August 31<sup>st</sup>.

Alison commented that the CTAT Conference was coming up. Sherry stated we had money set aside for the Cameron principal to attend since he did not get to attend the mid-winter conference, but if we have additional funds, we will open it up to others.

Alison suggested purchasing some publishing materials. Sherry commented that we were about out of our Tech Prep brochures. We have \$500 budgeted for that, but we may want to order extras.

Wanda mentioned the Tech Prep National Conference in Atlanta, Georgia. Alison suggested the possibility of an inexpensive flight to Atlanta from Killeen. Sherry said if a board member would like to attend, she would need to write an amendment to this year's grant and write it into next year's grant.

Ken Higdon stated Temple ISD received teacher grants for classroom enhancements. He would like to see more money be used for something like this. Sherry said it could be opened up if someone could use the money quickly.

Alison questioned if student scholarships could be given or if that would fall under the same category as student certification. Sherry stated the money would not be allowed for that.

Dana Watson asked if there were any non-funded subgrants that could be revisited. Sherry stated she would review the subgrants that were not funded.

Alison said she would like to see promotional material for seventh and eighth graders relating to the cost savings of Tech Prep classes taken in high school. Sherry stated she recently received a report regarding this. Alison said she would like to send this to her eighth grade parents.

Sherry stated she would know what the available funding is by mid-June.

Sherry reviewed the February through April Activity Report. She commented how busy we were during this timeframe. Sherry stated she had completed nineteen visits and Misty had started her visits. She feels the visits help strengthen relationships with districts.

Misty discussed the two articulation workshops. She said we are in the process of updating the six year plans and processing the paperwork with the state. Misty stated we had a one-on-one articulation meeting with Jarrell and Temple College, per their request.

Sherry said Central Texas College requested smaller meetings in the Agriculture/Industrial Technology areas. She said this worked really well and we will continue the smaller groups. Sherry stated she has been meeting with Sarina Swindell at Tarleton to discuss articulation agreements with the BSAS degree. Crickett Rogers informed members the nursing program with Tarleton has been put on hold for now.

Sherry stated there is a lot of work going on right now with articulations. She has met with Mark Smith at Temple College. Sherry hopes the process can be as seamless as possible.

Sherry thanked members who assisted with the articulation workshops.

***Five Year Plan:***

Sherry said the five year plan committee met again in late April. Goals were revised at the first meeting; objectives and the timeline were developed at the second meeting. Measures were added to the five year plan.

Sherry thanked the five year plan committee members for serving. The five year plan was approved as written.

Wanda asked what the beginning and ending numbers were for benchmarking. Sherry said there are not set numbers, but each consortium can negotiate with the state.

***Grant for 2009 - 2010:***

Don Owens said Sherry stated in the executive committee meeting the budget for next year is about \$1,000 less than the 2008 – 2009 budget.

The allocated budget is based partly on the 9-12 grade student population. Sherry said she had spoken to Dee Levens from Killeen ISD who stated they will lose about 1,500 students. Ken Higdon stated it was a transition phase.

Sherry reviewed salaries and benefits stating she generally follows what the college does for raises. Wanda said there would be a 2% raise, if that is what the college does. Ken Higdon commented that should be the least amount given due to growth and cost of living requirements.

Sherry reviewed the travel category. She said she might edit the grant in the event a board member attends that national conference.

Sherry stated she would like to leave the \$50,000 in the subgrant category.

The grant application was approved as written.

***Other Business/Reports/Discussions:***

Sherry stated we had distributed a partner survey that showed that subgrants were still popular with the school districts. Misty distributed copies of the survey and asked if there were any questions. It was a brief survey that also indicated the best times to have activities/workshops.

Karen Denney asked how ATC (statewide articulation) will be distinguished with the PEIMS numbers changing. Sherry explained how the process will work.

Sherry stated we will be working on Bridges subscriptions for next year. She stated subgrants are approved to districts who code PEIMS Code 3 and that we would do the same for awarding Bridges.

Sherry stated she will be presenting at the Connect3 Conference. She said Misty will be finishing up CATEMA for the year and printing reports.

Sherry said she would like to review data reports at the next meeting.

Laurel Blair stated Harry Adams has out of town meetings that often conflict with our board meetings; therefore, he suggested the possibility of his general manager, Kenny McCarty, serving in his place. The Executive Committee approved the change. Sherry will discuss it with Harry and we could conduct a vote via e-mail.

Sherry asked for feedback on when to hold the next board meeting. Crickett Rogers suggested we meet the week of August 10<sup>th</sup>. The decision was made to hold the next board meeting on August 12<sup>th</sup>, pending room availability, in Killeen. Wanda mentioned an ESC 12 Service Center facility in Nolanville that has a meeting room we might consider utilizing.

Alison announced she and Sherry will be attending the Eighth Annual Career Cluster Conference in Ft. Worth in June. She said it was good opportunity to attend a national conference close by.

Wanda offered invitations to the labor market meeting for those who did not receive one. The meeting will be May 19 at the Killeen Workforce Center.

***Adjournment:***

The meeting was adjourned at 1:20 PM.

Respectfully submitted,

---

Sherry Hollinger